

Activity/Task Log for the Formation of a Not-for-Profit Business

1. Identify perspective Board Members and convene a working group meeting to discuss the business
2. Establish the proposed Vision, Mission and Purpose of the business
3. Convene 1 st Board Meeting to Elect Officers and ratify Vision, Mission and Purpose
4. Prepare Articles of Incorporation and By Laws, and submit to Secretary of State Link to Corp Forms: http://form.sunbiz.org/cor_form.html
5. Following receipt of Charter, convene 2 nd Board Meeting to Review Articles and By Laws, and to discuss the formation of committees (fundraising, marketing, other)
6. Apply to IRS for Employer Identification Number (EIN) Instructions: http://www.irs.gov/pub/irs-pdf/p1635.pdf Application: https://sa.www4.irs.gov/sa_vign/newFormSS4.do
7. Request a D-U-N-S Number from Dun & Bradstreet Online Request: https://eupdate.dnb.com/requestoptions/government/ccrreg/
8. Prepare Standard Form 1023 <i>Application for Recognition of Exemption Under Section 501(c)(3) of the Internal Revenue Code</i> Instructions: http://www.irs.gov/pub/irs-pdf/i1023.pdf Application: http://www.irs.gov/pub/irs-pdf/f1023.pdf
9. Receive IRS 501 (c)(3) Designation Letter
10. Prepare the Florida Department of Agriculture and Consumer Services <i>Solicitation of Contributions</i> Application Application: http://www.doacs.state.fl.us/onestop/forms/10100.pdf?bcsi_scan_7FC3C74FD9762EFF=0&bcsi_scan_filename=10100.pdf